The incident register is a working document which allows congregations to track the progress of their various incidents and provide summary information to the presbytery and/or Synod. It is expected that this Register be reviewed as part of church council meeting agendas. Note: A copy of the Incident Reports are to be sent to the Synod Team Group Email: [SynodOHS@victas.uca.org.au](mailto:SynodOHS@victas.uca.org.au)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date/Time** | **Incident Classification**  *(Nil injury, First Aid, Medical Treatment, Lost Time, Property Damage)* | **Name and Status of ill/injured Person(s)**  *(Volunteer, Employee, Contractor, Visitor)* | **Illness or injury or**  **Damage** | **What Happened?**  *(Brief summary)* | **Where did it happen?**  *(Location/area)* | **Actions taken to Prevent/Correct Occurrence(s)** | **Planned Completion Date(s)** | **Date Completed** |
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